



**AMERICAN EMBASSY  
MANILA**

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 2007-048**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Clerk (FMO), LES-5; FP-9  
**Previous applicants for the above position need not apply as their applications will still be considered**  
(This position is budgeted for the Local Compensation Plan)

**OPENING DATE:** May 03, 2007

**CLOSING DATE:** May 17, 2007

**WORK HOURS:** Full-time

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Manila is seeking an individual for the position of Administrative Clerk in the General Services Office/Facility Maintenance Office (GSO/FMO), Seafront Compound.

## **BASIC FUNCTION OF POSITION**

Attends to all inquiries, requests, clarifications and communications in relation to FMO operation and responsibilities. Provides assistance in communication records, supplies, and in engineering and housing clerical duties. Conducts inventory of supplies. Drafts requests for replenishment and checks deliveries. Maintains office stockroom. Maintains files, records, correspondence and all documents related to FMO operations. Coordinates make-ready schedules between GSO/Housing and FMO Housing Inspectors and prepares Housing Inspection reports. Performs other duties as required.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Must have at least two years of college education.
2. Must have at least one year of experience in clerical work that has provided the applicant with basic knowledge of engineering/building maintenance terminology and operations.
3. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.
4. Must have knowledge in basic records keeping and supply regulations and procedures.
5. Must possess excellent interpersonal skills. Must have demonstrated the ability to actively participate and comprehend office operations. Must have ability to effectively accomplish tasks requiring a high degree of accuracy and attention-to-detail.
6. Must have the ability to work quickly and accurately under continuing pressure and extended hours. Must have the ability to set priorities and make mature, considered judgments.

#### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless

currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612) <http://manilasntsg/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy  
1201 Roxas Boulevard, Manila 1000

E-mail: [mn1per@state.gov](mailto:mn1per@state.gov) (please send as an MS Word attachment)

Fax: 522-4361 attention to HR Office.

**Drop-Off:** Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main Gate, attention: HR Office. Specify in your application the position for which you are applying.

For further information regarding the above position, please call 528-6300 x5169 or visit our website at <http://philippines.usembassy.gov>.

#### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US citizen;

-- Spouse or dependent who is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: May 03, 2007**

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved:HR:GPNyhart

Cleared:GSO/FMO - Mr. Michael Berryman

Drafted:HR:GNHeinrich/JSA/wel